

# **Contemporary Dance Department**



**CONCORDIA UNIVERSITY**



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# **Faculty Handbook**

# **1999-2000**

## **WELCOME!** To all faculty: new, and returning.

This handbook is an addition to the student handbook included in your kit. Hopefully this information on how the Department functions will help clarify the administrative aspects of life in the department. Hilary, Michael and Maxine are all available to answer questions and help with the wonderful and difficult moments that may arise as the year progresses. We look forward to a year of creative and satisfying teaching.

### **FULL-TIME FACULTY**      **teaching loads**

Michael MONTANARO, Assistant Professor, Interim Department Chairperson  
DANC 320 (fall)      DANC 400 (winter)

Maxine HEPPNER, Assistant Professor  
DANC 210      DANC 300 (fall)  
DANC 420      DANC 398A (winter)

Silvy Panet-Raymond, Associate Professor  
On Sabbatical June 1, 1999 to May 31, 2000



### **PART-TIME FACULTY**

see web-page for short resumes

Lucie BOISSINOT	Danc 410 W (March & April)
Jacques BROCHU	Danc 200 F&W/ Danc 420 F
Sylvain EMARD	Danc 410 F
Florence FIGOLS	Danc 400 F
Sandra LAPIERRE	Danc 410 W (Jan & Feb)
Marie-Stéphane LEDOUX	Danc 200 F&W/ Danc 420 F
Pamela NEWELL	Danc 310 F
John PLANT	Danc 230 F & W
Isabelle POIRIER	Danc 210 W
Mark SHAUB	Danc 310 W
Luc TREMBLAY	Danc 320 W
Isabelle van GRIMDE	Danc 300 W
Elizabeth LANGLEY, Adjunct Professor not teaching this academic year	

### **OFFICE STAFF**

Hilary SCUFFEL      Administrative Assistant



## YOUR CONTRACT

Please call the payroll office at 848-3666 for information re: dates and methods of payment. If you have a problem which you cannot resolve, please let Hilary, the departmental secretary know, and she will assist you.



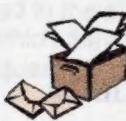
## YOUR I.D.CARDS

I.D. cards are available from the office of Human Resources, 2155 Guy (ER Annex) 5<sup>th</sup> floor (tel: 848-3666) upon presentation of your contract.



I.D. cards are needed to board shuttle buses, to book A.V. equipment for teaching purposes, to use the library and to identify yourself to security whenever necessary.

## YOUR MAIL AND MESSAGES



Each faculty member has a mailbox in the main department office at Loyola TJ307. Please check it regularly. The office will not be responsible for messages that you did not pickup. Your private addresses and telephone numbers will not be made available to students through the office to guard you from harassment.



## PART-TIME STAFF ROOM

A part-time staff-room is now available at the far end of the studios. This room can be used to store personal items (such as clothes), do private preparation, and to hold small tutorials. As it is a shared space, please keep it tidy and free of garbage.



## YOUR KEYS

A key to the part-time staff room is available in the office during office hours. You may request your own key. The replacement fee for lost keys is \$300.00 so be carefull! Under no circumstances should you lend students your keys.

The combinations for security doors (Loyola and Vic gym), lockers and padlocks can be obtained from Hilary.

## NO SMOKING POLICY



There's a University-wide no smoking policy. If you must smoke, do it outside. **Please respect the environment and keep it butt-free.**

## **SUPPORT STAFF and OFFICE**

HILARY SCUFFELL is our administrative assistant. Office hours are posted on the door. Please observe this schedule so that Hilary can help you during those times and be able to work without interruptions at other times.



Only work directly pertaining to your course(s) will be considered and only if Hilary is given enough advance notice and it doesn't interfere with her administrative duties. Please take note of the office hours at Loyola Campus and when Hilary is available to assist you.

We are not able to give you access to the office equipment in the office (TJ307). Personal work can be done on a Macintosh SE computer (French Microsoft 4.0, English Word 3.0). More sophisticated equipment is available at Computer Services, CC206 (848-7662).

## **DEPARTMENT EVENTS, DEADLINES, and MEETINGS**



A calendar is in the main office. We try our best to avoid overloading and double-scheduling. Please check it regularly to keep up to date.

## **AUDIO-VISUAL DEPT., LIBRARY, GYM and other services**

Reminder: You are part of a large university system with many services available for your and students' use! Find more detailed information in the student handbook. It is absolutely appropriate to expect students to use these resources as part of the curriculum. Books, videos and magazines and CD's can be put on library reserve. Suggestions for purchases are welcome.



## **DEFINITION OF STUDENTS**

Contemporary Dance Majors make up 85% of all students in the studio classes. A few interdisciplinary arts majors and students from other degree programs are accepted into dance classes after completing the audition process.

Identify your students' area or areas of concentration to assist you in your work and them in their studies. The interdisciplinary arts students and student with other degree definitions should be "seen" in a slightly different light as they may need a different kind of support from dance majors. NOTE: As students have full-time obligations to their studies, teacher are asked not to use students in their own work during the scholastic year.

## INFORMALS

Informal showings by students are held regularly. Check the Calendar of Events and postings. These are organized by the Dance Students' Association (DSA) in liaison with the Chairperson to allow for the development of work-in-progress and to learn about performing. Please encourage and support your students to participate.

## PROOF OF STUDENT REGISTRATION

Your **class list** is proof that a student is registered for your course. Any student not on your list should be asked to speak to someone in the office immediately.

During the first two weeks of September, students in technique classes are evaluated by Michael and technique teachers, after which students will be placed in the class suited to their needs, which may vary from the class for which they have registered. Therefore, at grading time, you may be requested to enter grades on more than one sheet.



## ATTENDANCE BY TEACHERS

**In case of illness: you may call Michael up to midnight or after 6:00 am at 481-8470 with news of the emergency.** 8:00 am is already too late to find a substitute for that day. If a class must be cancelled a notice must be posted and a substitute class must be taught at another time convenient for all students. **Please notify Michael before you make any commitment with a substitute teacher.**



Any classes that cannot be taught for personal and/or professional commitments, or illness should be treated in either of the following ways:

1. Taught by a substitute teacher from the dance department faculty who understand s the curriculum content of the course and who would be paid directly from the timesheet. The regular part-time teacher will have the appropriate deductions made directly from their pay.
2. A substitute teacher from the dance community can be called in and reimbursed in the same fashion as stated above.
3. A make-up class by the regular teacher, provided all students can attend on the chosen date

# Production Calendar

## DANCE PERFORMANCE 1999

Studio 303

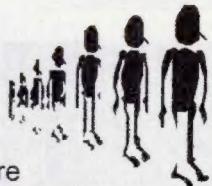
MONDAY	TUESDAY	WEDNESDAY	THU
		<b>DECEMBER 1<sup>st</sup></b> <b>Our Studios</b> <b>SECOND VIEWING</b> With Technician / Designer 9:00 - 13:30	
<b>DECEMBER 6<sup>th</sup></b>  13:00 – 16:00 Cue to Cue PROGRAM "A"  16:00 – 17:00 Tech Run PROGRAM "A"	<b>DECEMBER 7<sup>th</sup></b>  13:00 – 16:00 Cue to Cue PROGRAM "B"  16:00 – 17:00 Tech Run PROGRAM "B"	<b>DECEMBER 8<sup>th</sup></b>  13:00 – 16:00 Cue to Cue PROGRAM "C"  16:00 – 17:00 Tech Run PROGRAM "C"	<b>DECEMBER 9<sup>th</sup></b>  13:00 – 16:00 CUE TO CUE REHEARSAL A -

FRIDAY	SATURDAY	SUNDAY	
	<b>NOVEMBER 13<sup>th</sup></b> <b>Our Studios</b> <b>FIRST VIEWING</b> <b>10:00 - 14:30</b>	<b>DECEMBER 5<sup>th</sup></b> <b>HANG</b> <b>AND FOCUS</b>	
<b>EMBER 9<sup>th</sup></b>  <b>- 17:00</b> <b>RESS</b> <b>ARSAL</b> <b>B - C</b>	<b>DECEMBER 10<sup>th</sup></b> <b>SHOW</b>  17:00 Studio 303 open  17:30 - 18:30 Warm-up  18:30 - 19:00 Dancers use space (by request)  19:00 - 19:45 Prep. of theatre  20:00 - 23:00 Show	<b>DECEMBER 11<sup>th</sup></b> <b>SHOW</b>  17:00 Studio 303 open  17:30 - 18:30 Warm-up  18:30 - 19:00 Dancers use space (by request)  19:00 - 19:30 Prep. of theatre  19:30 - Doors to theatre open  20:00 - 23:00 - Show	<b>DECEMBER 12<sup>th</sup></b> <b>SHOW</b>  12:00 Studio 303 open  13:00 - 13:30 Dancers use space (by request)  13:30 - 14:00 Prep. of theatre  14:00 Doors to theatre open  14:30 - 16:30 <u>Show</u>

## APPOINTMENTS AND TUTORIALS

Often students will want to have private appointments with faculty members. In some courses tutorials are required to provide necessary one-on-one feedback.

When well-prepared, these can be very constructive opportunities for learning. However some students are more demanding than others. If you need help in ways of conducting tutorials and/or in managing the sometimes overly time-consuming nature of this kind of contact, do discuss it with the office.



## COURSE OUTLINES AND CONTENT

The University demands that the full curriculum content for the complete contracted period of teaching be available in written form to the **Chair of the Department before it is handed out to all students**. Course outlines should be on the secretary's desk no later than September 3, 1999 for the fall, and December 20 for the winter semesters. Any changes should be explained to the students and published so that they understand the reasons for modification.



It is the Chair of the Department's responsibility to assimilate the content of all the courses presented over the three-year period of study, and to try to guarantee that the overall material taught offers the students enough opportunity for learning, exploration, experimentation and development before graduation. If the Chair approaches you and requests modifications and/or additions, please understand the rationale behind the gesture.

The role of the teacher in this Department is very different from the role of working solo in the dance community in that you are contributing towards shaping a three-year curriculum.

## LANGUAGE POLICY

English is the teaching language of Concordia University. Our department's population includes students who are unilingual English-speaking, bilingual, and unilingual French-speaking. The use of French is part of the Dance Department's internal policy only. Please also remember that many of the students are at Concordia to learn English. Some classes have predominantly bilingual and/or French-speaking students and if most people are communicating in French, this can become an overwhelming difficulty for a unilingual English-speaking student. This is most likely a problem in Creative Process classes (200, 300, 400), Choreography classes (320, 420) and Dance Traditions (211), where words more than demonstrations are the major teaching tools.

## ACADEMIC POLICY



There exists an "across the board" policy statement which is as follows:

No absences are acceptable without a doctor's certificate.

If for any reason, classes are missed in one semester (see section 16 Undergraduate calendar) no credit can be obtained and a grade R (repeat) will be registered, or advice for withdrawal will be given to the student.

Non-attendance of classes, even if the teacher has been advised, does not constitute a formal withdrawal.

Students must comply with withdrawal procedures.

Due to the nature of studio courses, incomplete grades will **NOT** be given for studio courses. Late completions are sometimes possible, but must be discussed with Michael at least 4 weeks before the end of classes.

## COURSE EVALUATIONS

Packets of questionnaires arrive from the Learning Development Office once each semester. It is the only opportunity for the students to give anonymous feedback of the course content and of the teacher.

These anonymously expressed opinions are important to the potency of our program. They are compiled as statistics and written comments. Each teacher and the Chair receive the results in statistical form, Only the teacher gets the students' written comments.

If you ever want to discuss any aspect of the evaluation process, please do so with the Department Chairperson. Understanding the feedback can also be done more impersonally with experts at the Learning Development Office.

Please give the students 30 minutes before the end of your class to complete the forms, at which time you must leave the room. You are released from teaching and may leave early.

This year the weeks of November 17 (fall) and March 27 (winter) have been chosen as the evaluation weeks.

## PUNCTUALITY POLICY

Please start and end your classes on time.

Students need to rest between classes and

your fellow teachers need their preparation time.



Please uphold regulations re: punctuality:

-Students must be in the studio before the teacher begins the class.

-Technique teachers may request a personal warm-up period prior to the class itself.

If late: -Students may be refused entry into the classroom and/or

-may be marked absent on the attendance charts.

## ATTENDANCE BY STUDENTS

Hilary will give you attendance charts that should be filled in each class.

Students who are absent frequently should be advised directly that this situation may affect their final grade. **All students have this information.**

RE: ABSENCES      Please **NOTE** Maximums allowed per semester

6 hour/week studio -    8 classes    (DANC 210, 310, 410)

4 hour/week studio -    5 classes    (DANC 200, 300, 400/3)

4 hour/week lecture -    5 classes    (DANC 230/3)

3 hour/week lecture -    4 classes    (DANC 211/4)

Absence through illness must be acknowledged with the presentation of a doctor's certificate. Initial the certificate, note it in your records and leave it with Hilary for the student's file. If a doctor's certificate is needed for a period equivalent to half a semester, the student will be advised to withdraw officially. The withdrawal dates are listed in the calendar. The student should be advised to see Michael.

Students are not penalized or marked absent for classes not attended on religious holidays.

Creative process labs contained in the workload of DANC 200, 300, 400 and 398 are compulsory. Although the teachers are not present, some kind of attendance should be kept. Be clear about your system. Labs and tutorials are meant for the development of class assignments and for personal research. All students should be advised if lab days are changed.

## GRADING SYSTEM

It has become evident that a **standardized** method of grading must be used by all teachers (with unique items for different areas of study: e.g.. technique, creative process, choreography). The students must be aware of the grading system (published with the course outline) and all students must be graded in a uniform manner.



Private informal interviews (**tutorials**) can be held for progress reports and advice. Please abide by the system set out in your course outline (final deadlines, etc) and the department policies. Before exceptions or special arrangements are made, they should be carefully weighed in relationship to fairness to all students.

It is wise to keep notes when having interviews-tutorials with students so that recall of information can be accurate.

Any student whose learning habits are inviting **failure** must be informed clearly and in writing before November 3 (fall) and March 8 (winter) in order to meet the deadlines for academic withdrawal. Note "Academic Policy" and "maximum absences" allowed when calculating a students' progress.

**Mid-term evaluation** forms are available in the office must be completed and returned to the office 1 week before the above deadline dates so that they can be processed and distributed to students.

Although an official grade is only needed in April for all courses, you must submit final grades for the portion of class for which you are responsible within one week of the end of your last class. These 'partial' grades are tallied to make up the final grade for each student.

The office will supply you with official grade sheets, a translation of grades in numbers, letters and grade point averages prior to grading time (see pg. 6). All grades and evaluation breakdown must be completed and returned to the office 7 days after the last official class.

Every summer the department is faced with students requesting re-evaluation of their grades. There must be enough information to either support the teacher's decisions and/or re-evaluate the student's work honestly. Please remember to file medical certificates and grading information with Hilary. They will be kept in the office for 6 months after the course. Papers can be left in the office for late pickup by students.

When students work on performance projects for coursework or for the open houses, they must complete **Student Project Letters-of-Agreement** so that they understand the specifics and the scope of their commitments. The contract-like forms are based on ones used professionally.

## GRADING TABLE

90-100	A+	4.3
85-89	A	4.0
80-84	A-	3.7
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.3
53-56	D	1.0
50-52	D-	0.7
0	F	0
0	FNS	0
0	R	0

## SEXUAL MATTERS AND HARASSMENT

The office will not give out staff nor faculty phone numbers nor addresses to students. When a student is trying to reach you, they will leave messages in your box in the main office so please check your mail regularly. If a real emergency arises, Hilary may telephone you and pass the message along to you to contact them.

Please remember that sexual harassment by teachers of students can ensure automatic dismissal from the University.

Often dance teaching styles are very "hands-on". All students naturally have their own personal boundaries. Sometimes these boundaries are hard to evaluate. When giving corrections, especially to a student you have not taught before, proceed the work with a simple statement such as "now, about your turn-out...do you mind?", or "excuse me?" so that intentions are clear and the student understands that these are technical corrections that can be refused if preferred..

Sexual harassment of the staff by students should be gently but firmly rejected.

If need be, you can refer or contact counselors at 848-4857. Protect yourself by speaking with Michael if anything arises.